# **SIS 2000+ Training Manual**

# **Screenings**

# **Purpose**

This program is used to keep track of the screening tests administered to students. Medical alerts flagged in this program will appear on the student's record in the Student Editor program.

# Training Objectives

Add, Edit and Delete screenings.

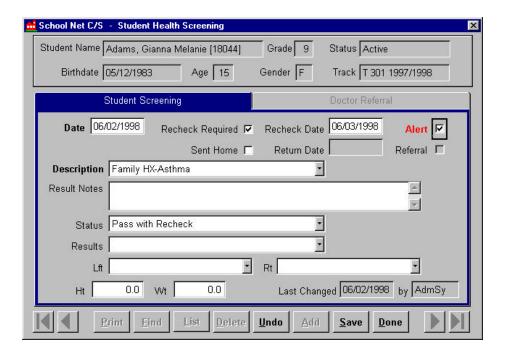
# **Accessing Screenings**

To activate the Health menu click on the **Health** button (or Alt+H on the keyboard) from the SchoolNet main menu. To activate the Screenings program, click on the **Screenings** (or Alt+S) button.

### Tasks

# Add, Edit and Delete Entries

To add an entry, click Add.



## Student Health Screening Screen

#### Date -

Date of the screening test

### Recheck Required -

Check this box if it is recommended that the student be checked again

### Recheck Date -

This field will be activated if the Recheck Required box is checked. This can be the actual, recommended, projected or required date to be used at users discretion

#### Alert -

Check here to activate an alert in the Student Editor

#### Sent Home -

Check if the student was sent home as a result of this screening

#### Return Date -

This field will activate if the **Sent Home** field is checked. Again this date field can be used at the users discretion

### Referral -

If checked will enable the Doctor Referral tab

## **Description -**

Name of the screening

#### **Result Notes -**

Comment field

#### Status -

Screening Status, choose from pull down

#### Results -

Outcome of screening, choose from pull down. The choices available were set up previously using the Screen Result Editor

### Lft -

Results appropriate for the left side, such as left ear. The selections are the same as the Results field

#### Rt ·

Results for the right side. Selections the same as the Results field

#### Ht -

Optional - Height at the time of screening

# Wt -

Optional - Weight at the time of screening

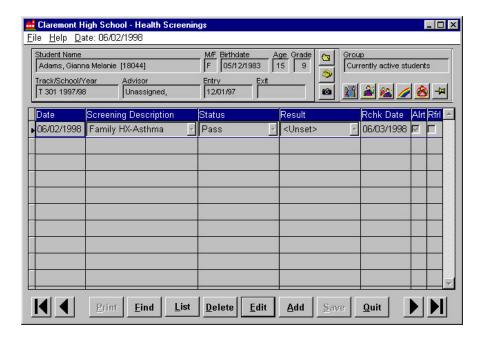
### Last Changed and By -

Read only fields used for auditing purposes by the system

Note: The Doctor Referral tab cannot be accessed, as it is under construction

After clicking Save, the general information will appear on the grid in the student's record.

### Health Screenings Screen



# Edit a Screening Record

Click Edit, make changes, and Save.

# Delete a Screening Record

Select the screening record that you wish to delete. Click **Delete**. A question box will appear. Click **"Yes"** to delete, **"No"** to cancel.